

SECURITY INFORMATION

CONFIDENTIAL

MEMORANDUM FOR: [REDACTED]

30 July 1952

25X1A

FROM : CIA Safety Officer

SUBJECT : Building Emergency Plan - Administration Building

1. With regard to attached revised Part I of Building Evacuation Plan, the following suggestions are submitted:

- a. For the sake of uniformity in all Agency Evacuation Plans, it is suggested the title "Floor Wardens" be used instead of "Evacuation Officers."
- b. Under "Functions and Duties", employees should be cautioned to take badges with them when building is evacuated.
- c. Floor Wardens should be instructed to report to the Building Warden when their areas are all clear.
- d. If certain persons are required to remain at telephones, communications equipment, etc., during a drill or actual fire, provisions should be included in the Plan.

2. With regard to Part II, attached is a building analysis schedule showing shelter area and pertinent data for your information. By now the Public Buildings Service should have designated the shelter area with appropriate signs. It is noted that all necessary individuals have been assigned to specific duties and it is of utmost importance that these persons receive appropriate training, i.e. First Aid Teams should attend the Agency First Aid Course given by the Medical Office and Fire-Fighting Teams should attend the PBS Fire-Fighting School which can be scheduled through the CIA Guard Captain.

3. Any signs such as directional arrows, employees' action in case of fire, etc., to assist in implementing these plans, may be obtained from the undersigned.

Attachments: Three
Building Analysis Schedule
Floor Plan, Administration Bldg.
Building Evacuation Plans

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